

## SYSTEMS OPERATIONS

# Signing on to the **Mainframe** and **EIS**

These pages will take you step-by-step through the sign-on procedures to access the Mainframe and the Eligibility Information System (EIS).

On the Mainframe access screen (the Main Morning Menu), you will be directed to do the following:

1. Enter your logon ID
2. Enter your password
3. You may also change your password on this screen

On the EIS access screen, you will:

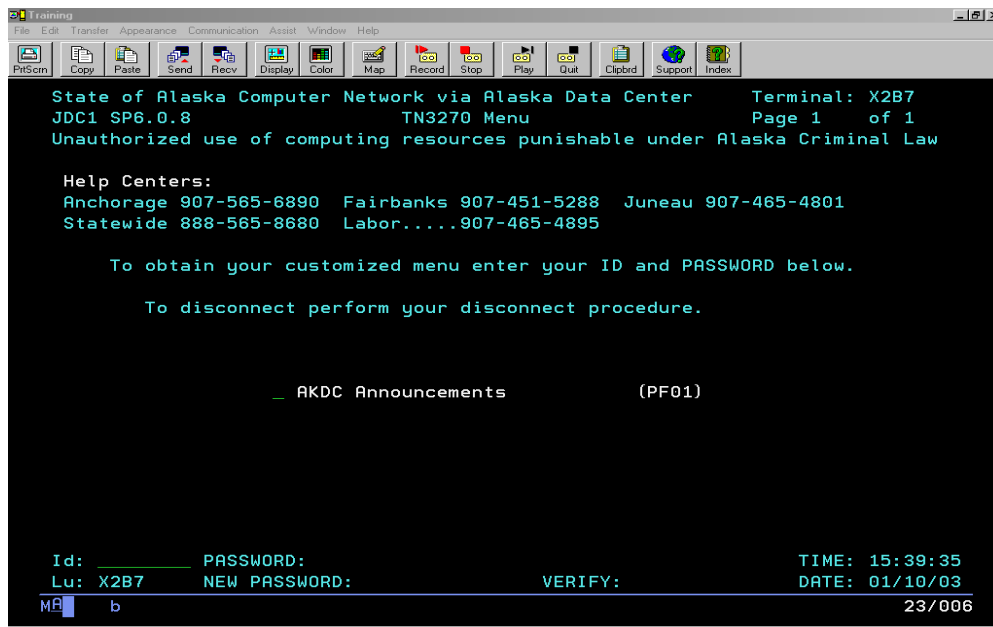
1. Enter your security key
2. Enter your password

Please follow the steps carefully. If you need additional assistance, you may contact the Help Desk at [EISHELP@health.state.ak.us](mailto:EISHELP@health.state.ak.us).

**NOTE:** The instructions tell you to press the <ENTER> key, however some keyboards require that you use the <CONTROL> key instead of the <ENTER> key for some of these functions.

This Network Menu screen for the Mainframe will appear. This screen is referred to as the MAIN MORNING MENU.

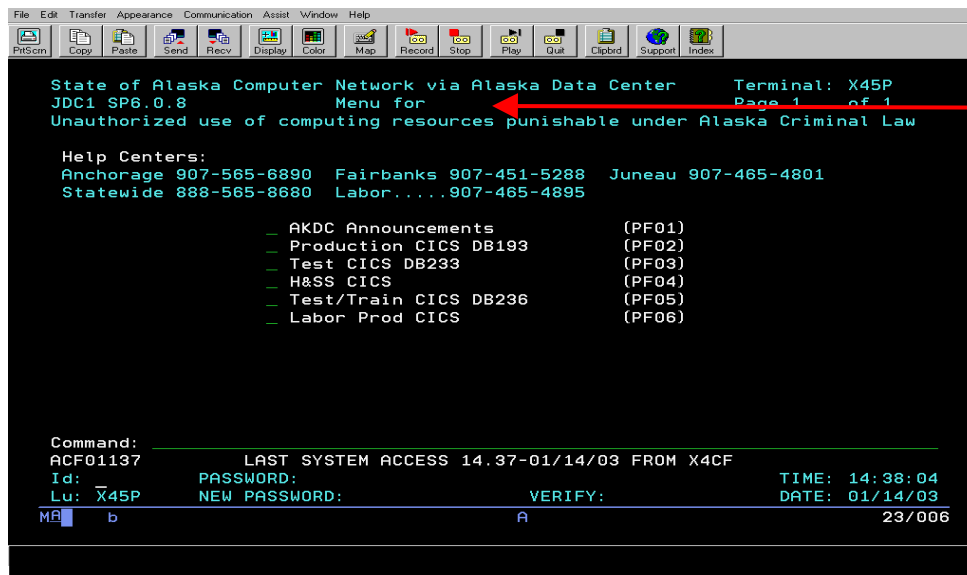
Figure 1



- Enter your Logon ID and password.
- If desired, you may tab down to the “New Password” field and enter a new password (it must be at least 7 and not more than 8 characters long).
- Tab over to the “Verify” field and re-type your new password.
- Press <ENTER>.

You will be taken to your personalized Mainframe menu, which will look something like this:

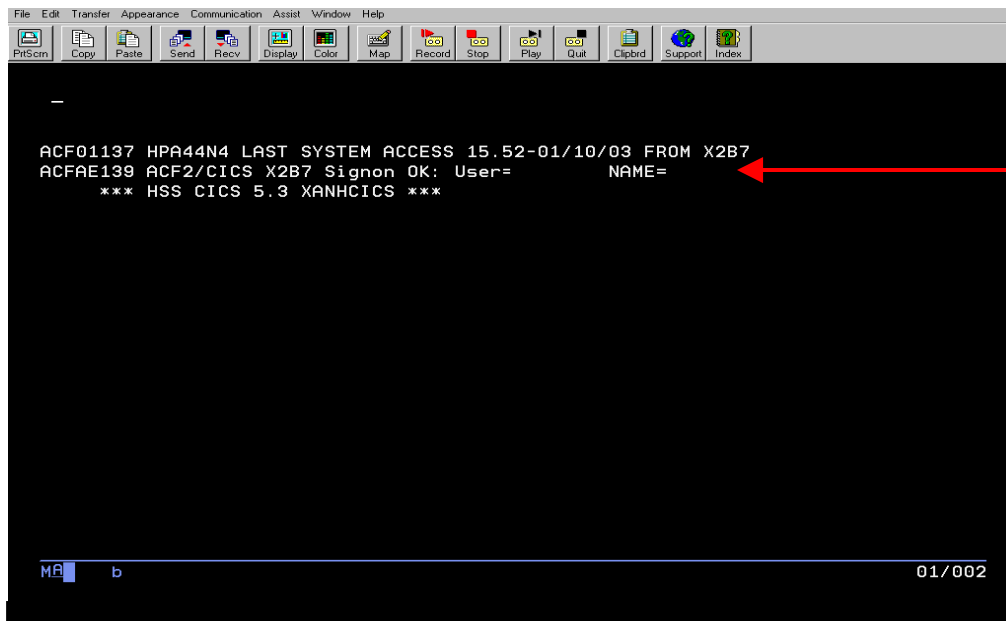
Figure 2



- From your personal menu, select **H&SS CICS**. The selection can be made either by typing an “X” next to the item, or by using the designated PF key.
- Press <ENTER>.

The next screen to appear will look like this:

Figure 3

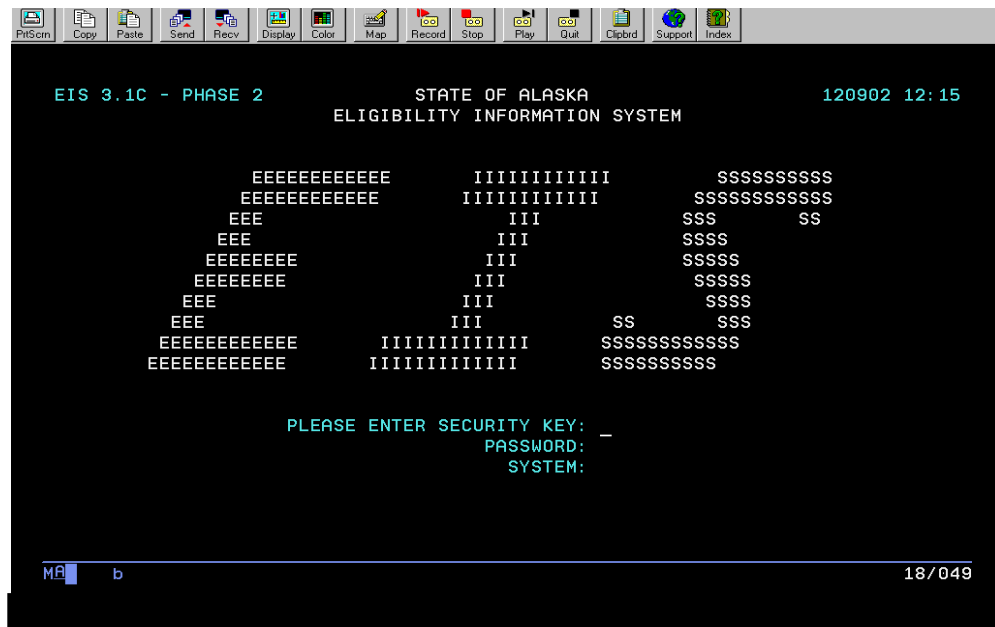


YOUR  
USER ID  
& NAME  
WILL  
APPEAR  
HERE

- At the cursor, type **HEIS**
- Press **<ENTER>**.

This will bring you to the **EIS logon screen**.

Figure 4



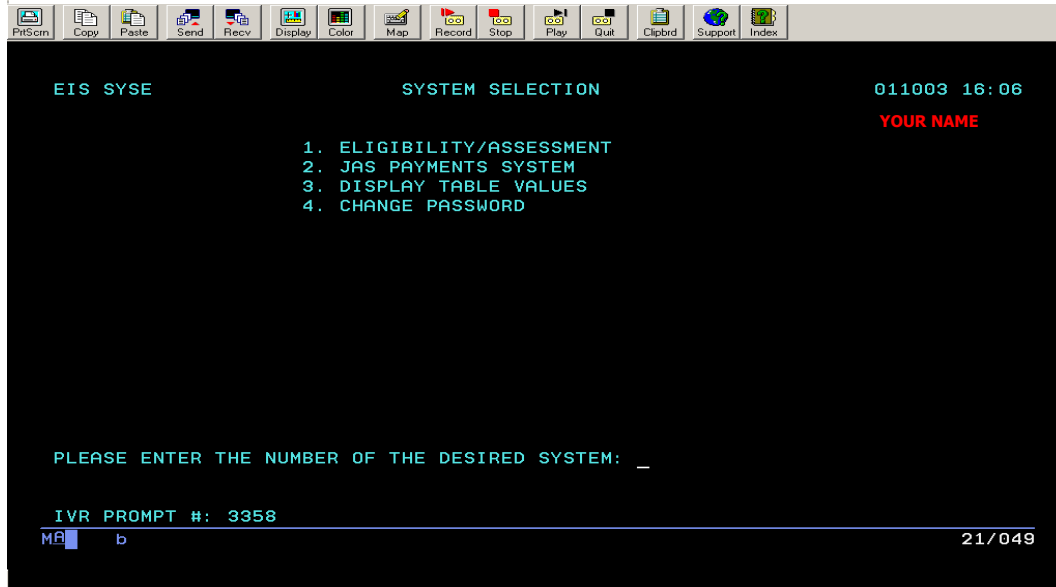
- To access EIS, type your **Security Key** and your **password**.

Note: the Security Key for EIS is often the same as the Logon ID for the Mainframe.

- Press **<ENTER>**.

You will be taken to the **System Selection Menu (SYSE)**. Your menu may display different options from the ones shown in the example below.

Figure 5

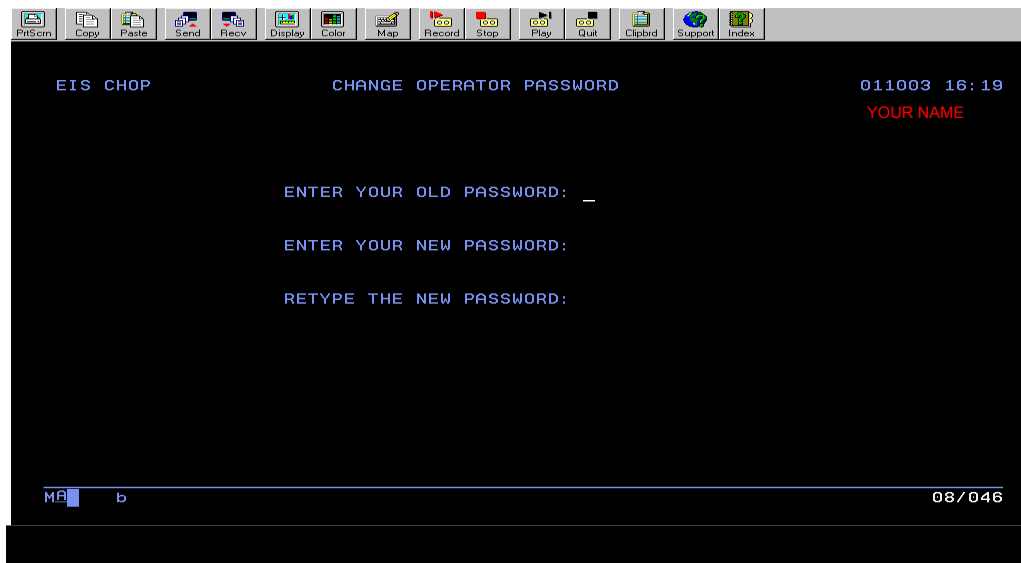


- For Case Processing, enter the number for the ELIGIBILITY/ASSESSMENT option at the cursor.
- Press <ENTER>

- 
- To change your EIS password, enter the number for the CHANGE PASSWORD option at the cursor.
  - Press <ENTER>.

The **CHANGE OPERATOR PASSWORD (CHOP)** screen will appear.

Figure 6



- When you change your EIS password, remember that it must be at least five characters, and it must be different from the password you use on the Main Morning Menu.
- Press <ENTER> to return to the SYSE screen.